

# Surviving Placement Week

## 2015 Hosts



## Placement Week

**November 17-21, 2014**

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# Placement Week

**Are you ready?**



## **What is placement week?**

Placement week is a full week event during which Sea Grant Knauss Finalists travel to the Washington, D.C. area to interview with, and ultimately be placed in, a federal agency (executive) or congressional office (legislative).

## **When does placement week occur?**

The timing of placement week varies from year to year, but usually takes place either right before Thanksgiving or a few weeks into December. This timing is intended to allow finalists enough time to find housing in the DC area after their final placements and before the beginning of the fellowship year on February 1.

## Important Dates and Deadlines

### NOVEMBER

#### Friday, November 7, 2014 (extended to November 12)

- Deadline to register as a host office in Knauss Positions Database ([pier.seagrant.noaa.gov](http://pier.seagrant.noaa.gov))

#### Wednesday, November 12, 2014

- Submit email to [oar.sg.fellows@noaa.gov](mailto:oar.sg.fellows@noaa.gov) with:
  - Interview schedule using the template available on <http://1.usa.gov/1wtW891>
  - Executive Hosts only: confirmation of financial support for the fellow (\$60,000)
  - Executive Hosts only: Optional powerpoint for November 17 presentations

#### Monday, November 17, 2014, 8-5 p.m.

- EXECUTIVE Presentations at Consortium for Ocean Leadership, 1201 New York Avenue NW, Washington, DC 20005

#### Tuesday, November 18, 2014

- 9:30-12:00 p.m. - LEGISLATIVE Presentations at Capitol Visitor Center (SC-4)
- 12:00 p.m. - EXECUTIVE hosts receive interview schedules from National Sea Grant Office (by email)
- 1:30 p.m. - LEGISLATIVE hosts receive interview schedules from National Sea Grant Office (by email)

#### November 18-20, 2014

- Host offices conduct interviews

#### Friday, November 21, 2014

- Rankings emailed to [oar.sg.fellows@noaa.gov](mailto:oar.sg.fellows@noaa.gov) by 6:30 a.m. for Executive and 11:30 a.m. for Legislative hosts
- Hosts will receive notification of success in securing a fellow by the end of the day

## Pre-Placement Week

### Finalist & Host Communication

To ensure a level playing field for both finalists and hosts, finalists are not permitted to have contact with host offices prior to placement week. Communication with a host office before placement week is grounds for dismissal from the Sea Grant Knauss Fellowship. This includes contacting an agency or office that is not currently a host office and asking them to be a host office for the upcoming year.

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### Presentations

At the start of Placement Week, hosts who have completed their online application and been approved by the National Sea Grant Office will provide a 10 minute presentation (7 min. plus 3 min. for questions) to the finalists outlining the principle duties of the office and the role the fellow would play in that office.



### Finalists Application Packages

Application packages for each finalist are available to host offices to download from the Knauss Positions Database. To access the application packages, sign into the Knauss Positions Database and click on the link in the upper right hand corner labeled "201X Finalist List."

## During Placement Week

### Other Opportunities During Placement Week

During the course of the week, we have evenings during which host offices are welcome to join finalists during their dinner. Attendance is not mandatory for host offices or finalists, however, over the course of the week host offices should not interact with finalists outside of interviews or these open evenings.

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### Call-backs

*Executive Finalists:* Executive finalists are allowed to call back their top three preferred host offices at the end of their interview schedule. Finalists are told that at no time should they indicate a numerical rating, such as telling a host office that they are their number one choice.

*Legislative Finalists:* Due to the smaller number of finalists and associated host offices, finalists on the legislative side are not permitted to make call-backs to any host offices.

Some legislative offices require a second meeting with a finalist to allow the Chief of Staff/ Member/etc. to meet the finalists. These are permitted but not encouraged and should not be treated as a second interview. If necessary, these second meetings should occur Thursday afternoon or Friday morning during Placement Week. To request a second meeting, please contact the Fellowship Manager - not the finalists.



## During Placement Week

### Placements

Once interviews have concluded, host offices will provide a ranking sheet of the finalists they have interviewed. Those rankings will be provided to the finalists on Friday (the final day of placement week), and from those lists, finalists will choose their host office in order of the host office's ranking. Once placements have concluded, finalists will return to their new host office to sign a commitment form with that office. At this point, finalists officially become fellows.



### Resources

- Sea Grant Knauss Fellowship Information: [seagrant.noaa.gov/FundingFellowships/KnaussFellowship.aspx](http://seagrant.noaa.gov/FundingFellowships/KnaussFellowship.aspx)
- Host Specific Placement Week Information: [seagrant.noaa.gov/FundingFellowships/KnaussFellowship/HostOfficeResources.aspx](http://seagrant.noaa.gov/FundingFellowships/KnaussFellowship/HostOfficeResources.aspx)
- Positions Database: [pier.seagrant.noaa.gov](http://pier.seagrant.noaa.gov)

For more information, please email: [OAR.SG.Fellows@noaa.gov](mailto:OAR.SG.Fellows@noaa.gov)

Sea Grant Knauss Fellowship Program  
1315 East-West Hwy  
Silver Spring, MD 20910  
(301) 734-1066

[seagrant.noaa.gov/FundingFellowships/KnaussFellowship.aspx](http://seagrant.noaa.gov/FundingFellowships/KnaussFellowship.aspx)

